



Job Opportunity

State Controller's Office

Position: Student Assistant/Graduate Student Assistant | Statewide

Location: Executive Office
300 Capitol Mall, 18th Floor, Sacramento, CA 95814

Issue Date: May 21, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Joyce Leavitt, (916) 322-4224

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses. APPLICANT MUST PROVIDE A COPY OF THEIR MOST RECENT TRANSCRIPT AND PROOF OF ENROLLMENT FOR THE CURRENT OR UPCOMING SEMESTER IN ORDER TO BE CONSIDERED.

California Relay Service: 1-800-735-2929

Position Number(s): 051-720-4870-XXX
051-720-4872-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the Director of Public Affairs, participate and/or assist in the various phases of receiving and replying to constituent correspondence for signature by the Controller. Learns policies, procedures, and techniques specific to this agency and state government, performing tasks that depict accuracy and timeliness, while gaining professional work experience relatively specific to the field of public or business administration and/or journalism. Assists in research, analysis, review, and other agency related activities. The level of duties will be assigned according to the student assistant level hired. Specific duties will include but not be limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Assist in the receipt and review of constituent correspondence;
- Monitor and track all inquiries made regarding services provided by the State Controller's Office;
- Assist in the preparation of correspondence, for the State Controller's signature, and consistent with the State Controller's message of service;
- Assist in the preparation of program letters and/or proclamations, for the State Controller's signature, in response to community groups and/or constituent requests;
- Assist in conducting extensive research regarding recognition awards and/or honors, to community groups, or individuals to properly reflect knowledge of the award recipient, the purpose of the award, and the mission of the organization; and,
- Participate in special projects requiring research & analysis, gather & compile data, evaluate the data to create alternatives and recommendations, and, assist in the implementation and maintenance.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

HUMAN RESOURCES

P.O. Box 942850

Sacramento, CA 95814

Attn: SALLY LIM



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